Job Title: Account Clerk

Department: Finance

Immediate

Supervisor: Controller

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	802
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Performs general clerical and accounting functions and applies basic principles of accounting in support of accounting systems for assigned functional areas such as payroll, accounts payable, accounts receivable, collections, cash management, etc.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Verifies transactions and complies with policies and procedures. Collects, prepares and coordinates computer data that relates to vendor invoices. Schedules payments according to vendor terms, and optimizes the use of cash discounts. Researches and processes monthly utility bills through GMBA. Reconciles monthly vendor statements. Processes vendor credits. Processes two weekly check runs. Prepares manual checks when required. Creates and maintains vendor files in system and vault. Ensures city compliance and accuracy of taxpayer's identification numbers for year end 1099 tax reporting.
2	S	Follows up with departments to ensure timely processing. Communicates effectively with suppliers, procurement staff and other employees in regards to any invoice discrepancies and account distribution. Confirms and distributes checks to approved persons. Assists auditors during the annual audit. Answers inquiries or directs phone calls to appropriate parties throughout the City. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.
3	S	Distributes invoices to proper departments via email. Verifies travel requests and per diem paperwork. Monitors invoices for use tax. Demonstrates proficiency in Excel at an intermediate level. Maintains aging report. Updates various reports, spreadsheets and records, and desk procedures. Operates shredder, standard office equipment as required.
4	S	Coordinates record retention for accounts payable based on State of Arizona Records and the City's Records Management Retention guidelines.
5	S	Creates and submits 1099s annually. Coordinates and schedules Purchasing and Inventory (P&I) training sessions for other employees. Instructs monthly P&I training sessions.

City of Goodyear, Arizona

	Physical Strength Code	ESSENTIAL FUNCTIONS
6	S	Assists with the City Hall reception desk, Community Facilities District (CFD) deposits, and other duties as assigned.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education /	Work requires knowledge necessary to understand basic operational,
Knowledge	technical, or office processes. Level of knowledge equivalent to four years
	of high school or equivalency.
Experience	Minimum six months experience in a related field.
Certifications and	None.
Other Requirements	
Reading	Work requires the ability to read and comprehend complex written
	documents such as administrative guidelines, use and sales tax
	documentation, accounting guidelines, and various legal agreements.
Math	Work requires the ability to perform general math calculations rapidly and
	accurately such as addition, subtraction, multiplication, division. Ability to
	calculate and apply percentages, decimals and fractions is also required.
Writing	Work requires the ability to produce written documents with clearly
	organized thoughts using proper English sentence construction, punctuation,
Managarial	and grammar.
Managerial	Job has no responsibility for the direction or supervision of others but may
Dalian / Dagisian	provide advice/direction to an employee with less experience/skill or tenure.
Policy / Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end
Making	results. There is some opportunity for discretion when making selections
	among a few, easily identifiable choices. Work involving discretion is
	typically reviewed before finalized.
Technical Skills	Broad Application - Work requires the use of standard technical skills
1 commean Skins	appropriate to the work environment of the organization. Limited analysis
	and independent thinking is utilized.
Interpersonal / Human	Moderate - In addition to the sharing of information, interactions at this
Relations Skills	level may also include providing advice to others outside direct reporting
	relationships on specific problems or general policies/procedures. In many
	of the interactions, contacts may require the consideration of different
	points of view to reach agreement. Elements of persuasion may be
	necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C		Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	☒ File drawers☒ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N ⊠ R □ O □ F □ C	Stairs Ladders Step stools Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☐ Driving☐ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	☑ Supplies☐ Equipment☑ Files	Foot Controls	⊠ N □ R □ O □ F □ C	☐ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies □ Equipment ⊠ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☑ Meetings □ Driving	Bending	□ N □ R ☑ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☐ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R ⋈ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	☑ Paperwork☑ Monies	Hearing	□ N □ R ⋈ O □ F □ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⋈ F □ C	☑ From computer to telephone☐ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	•		

City of Goodyear, Arizona

Physical Demands (continue	ed)								
Machines, Tools, Equipmen	·	Aids.							
Telephone, copier, scanner, calculator,		Alus.							
reiephone, copier, scanner, calculator,	iax.								
Computer Equipment and S	Software:								
Personal computer, printer, Naviline, M	Aicrosoft Office.								
Environmental Factors:									
Environmental Conditi	ons	Never	Seasonally	Several T		Several Ti		Daily	
Extreme temperature				Per Mo	nth	Per Wee	k		
(heat, cold, extreme temp. changes f	rom outside	X							
work)									
Wetness and/or humidity (bodily discomfort from moisture)		X							
Respiratory hazards		✓	П	П		П		П	
(fumes, gases, chemicals, dust and d	lirt)	X							
Noise and vibration (sufficient to cause hearing loss)		X							
Physical hazards									
(high voltage, dangerous machinery	, aggressive	X							
prisoners, patients – <u>not customers</u>)									
Health and Safety Condition	ns:								
Health and Safety Conditions	N = Never	R = Rarel	•	casionally		Frequently		Constantly	
	Never	Less than		r more of		n 1/3 to 2/3		or more of	
Mechanical hazards	occurs	hour per we	eek the	e time	of	the time	1	the time	
Chemical hazards	X					<u> </u>			
Electrical hazards	X								
Fire hazards	X								
Explosives	X								
Communicable diseases	X								
Physical danger or abuse	X								
Other (specify)									
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	od Centers								
Protective Equipment Requ	ired:								

Job Demands

Overall Strength Demands:

	Overall Strength Demands
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks			\boxtimes	
Irregular Schedule/Overtime			×	
Performing Multiple Tasks Simultaneously		×		
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	X			
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite

City of Goodyear, Arizona

- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
nents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.